


18 JUL 1958

MEMORANDUM FOR: Chief, Benefits and Casualty Division

SUBJECT: Annual Report - Fiscal Year 1958

Attached is this Branch's Annual Report covering progress and achievements during the period 1 July 1957 - 30 June 1958, specific plans for Fiscal Year 1959, and general objectives for Fiscal Year 1960.


Chief, Casualty Affairs Branch

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ANNUAL REPORT

CASUALTY AFFAIRS BRANCH

BENEFITS AND CASUALTY DIVISION

OFFICE OF PERSONNEL

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Approved For Release 2003/04/17 : CIA-RDP80-01826R000100100019-4

Section I

Major Accomplishments and Significant Developments

1 July 1957 - 30 June 1958

A review of the statistical data attached hereto, when compared with similar data supplied for previous reports, indicates that certain activity of the Casualty Affairs Branch (CAB) increased significantly. In addition, new responsibilities were assigned to the Branch during this reporting period. Specific comment on each of the Branch's responsibilities is found below.

Casualty Program

1. During Fiscal Year 1957, a further improvement was noted in the liaison between CAB and other offices interested in casualty cases. The emergency procedure, including the notification immediately given to a designated group of officials, i. e., Central Cover Branch, Office of Security, Office of General Counsel, Medical Staff, Inspector General, Col. Grogan, and the Director of Central Intelligence insured immediate awareness by interested parties of the emergency. Several difficult death cases occurring overseas were successfully and expeditiously processed to ultimate settlement with no known complication.
2. In view of the usual delicate and sensitive nature of these casualty cases, the Branch sought and developed additional refinements in casualty techniques and procedures.
3. Thirty cases of serious illnesses and injuries occurred in this reporting period. In addition, nineteen employee and three former employee deaths were handled by the Branch. Of these twenty-two deaths, thirteen resulted from heart ailments, three from cancer, one from an automobile accident, one from leukemia, two from cerebral hemorrhage, one from nephritis, and one from a colon infection. Six dependent deaths were also handled. Each of the employee deaths required extensive contact by Branch representatives with next-of-kin for the settlement of Agency affairs and discussion of applicable benefits to which the survivors were entitled.
4. The Branch Chief arranged with the Registrar, Medical Staff for a more complete reporting to CAB of psychiatric cases. Previously, other cases handled by the Medical Office were immediately brought to the attention of CAB. It is now hoped that psychiatric cases will be reported in the same fashion.

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Compensation and Medical Claims

1. The attached statistical data includes a summary of compensation and medical claims of employees and dependents processed by the Branch during the period 1 July 1957 to 30 June 1958. This report is similar to that prepared for previous progress reports and is designed to reveal the extent of claims activity, the nature of claims processed, the ultimate method by which these claims were processed, and the final determination made.

2. As shown in the statistical summary, five hundred fifty-nine employee claims were handled by the Branch in FY 1958. For the purpose of this summary, the filing of Form CA-1, Employee's Notice of Injury or Occupational Disease, or an appropriate memorandum, constitutes a claim.

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5. As can be noted above, the number of new BEC claims declined. We consider this unusual in view of the consistent increase in these claims from FY 1953. No real explanation can be offered for this decrease unless it is the result of safety consciousness by employees resulting in fewer accidents at work. In its efforts to acquaint employees of their BEC benefits, the Branch also stresses the prevention of job-related accidents. Our efforts as well as those of the Agency's safety officer may have resulted in this decrease. On the other hand, the reported decrease may be a statistical oddity. The FY 1959 report should verify whether there is a downward trend in BEC cases. 5(a)(5)(C) claims continue to show a moderate increase and fulfill our earlier predictions concerning this activity. This program is in a stabilizing period and should not show any further spectacular increase unless the number of employees assigned abroad increases.

6. The claims activity showing the most marked increase is the dependent program, which was initiated on 21 September 1956.

FY 1958 -
FY 1957 -

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7. The Branch continued to receive copies of all cable traffic involving the injury, illness, or death of Agency employees and dependents.

8. The IBM procedure by which claims statistics are recorded was further refined. The initial expense of instituting this procedure has been fully justified and now offset by the ease with which reports utilizing these statistics can be prepared.

9. Because of an urgent request from the station, the Branch, on behalf of the Agency, obtained an agreement from the Bureau of Employees' Compensation whereby Agency overseas installations are authorized, under specifically outlined conditions, to pay medical expenses incurred by indigenous employees injured in the performance of duty. Amounts expended by the Agency will be reimbursed by BEC.

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10. The Branch was advised by BEC of their approval of the claim of a former Agency employee who has been hospitalized for five years because of a nervous disorder. This approval came after two years of intensive effort by the Branch, and represents the first Agency mental case approved by BEC.

11. Working with the Registrar, Medical Staff, the Branch improved the method by which medical claims have been submitted by the FE area. The new procedure should eliminate delay in processing these claims.

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13. The Branch revised the memorandum by which the Comptroller is authorized to effect payment of a medical claim. The revision has resulted in a great economy of clerical time.

Retirement

1. There was a significant increase in retirement activity and interest during this reporting period. For example, the number of employees retiring for disability during the reporting period was four times greater than in the previous reporting period. A total of sixty-one individuals retired during this period (compared with thirty during the previous period), thirty-two of which were for disability. In addition, retirement interviews increased from one hundred ninety-five to two hundred fifty-nine. One hundred thirty-five service credit applications, eighty-one refund applications, and twenty-four death benefits were processed.



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FOIAB3B 3. The Branch assisted in the preparation of procedures and informational material concerning the extension of retirement benefits to certain [] foreign employees not previously covered.

Federal Employees' Group Life Insurance (FEGLI)

1. One hundred seventeen employees requested S. F. 56, Agency Certification of Insurance Status, by which they could convert their FEGLI to some form, other than term, of private life insurance. In addition, eighteen death claims were processed. Forty-two employees who had previously waived this insurance submitted requests for reinstatement.

2. The Branch was assigned the responsibility for processing Waivers of FEGLI submitted by employees, other than newly appointed employees, who desire to terminate their FEGLI coverage. Twenty-five waivers were processed.

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Miscellaneous Activity

1. The Branch prepared a special edition of the Support Bulletin covering employee benefits, the casualty program, financial planning, and other related articles of interest.
2. The Support Bulletin referred to above announced that the Branch would establish, at an employee's request, a personal file in which would be retained for use as needed copies of the employee's vital papers of a record nature.
3. During this period, CAB as well as the Insurance Branch implemented a new dispatch procedure establishing direct communication between the Benefits and Casualty Division and overseas installations.
4. At the request of the Division Chief, a manual of operating procedures was prepared covering CAB functions. This manual contains detailed information on the processing of material received by the Branch.
5. At the request of other offices, i. e., Contact Division, Office of Security, Personnel Procurement Division, representatives of the Branch briefed groups on various Branch programs. In addition, many individual briefings were conducted for employees preparing to go overseas.

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STATISTICAL DATA

1 July 1957 - 30 June 1958

Casualties Reported

1. Serious injuries or illnesses-----	30
2. Deaths-----	28

Compensation and Medical Claims - Employee

1. Claims Activity

Total Cases-----

New Claims Pressed-----

New Claims Not Pressed-----

Pending Cases From Previous Summary-----

2. Nature of Claims Processed

Total Claims Processed-----

Medical Expenses-----

Compensation-----

Both-----

3. Ultimate Method of Processing

Total Claims Processed-----

BEC-----

5(a)(5)(C)-----

BEC Type-----

Split Case-----

4. Action Taken on Claims

Total BEC Cases-----

Approved-----

Rejected-----

Withdrawn or Inactive-----

Pending-----

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Internal

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Total 5(a)(5)(C) Cases-----	
Approved-----	
Rejected-----	
Withdrawn or Inactive-----	
Pending-----	
Total BEC Type Cases (approved)-----	
Total Split Cases-----	
Approved-----	
Pending-----	

Medical Claims - Dependents

Total Cases-----	213
Approved-----	187
Rejected-----	7
Withdrawn-----	1
Pending-----	18

Retirement

1. Interviews-----	259
2. Service Credit-----	135
3. Retirement-----	61
4. Refund-----	81
5. Death Benefits-----	24

Federal Employees' Group Life Insurance

1. Agency Certification of Insurance Status-----	117
2. Death Claims-----	18
3. Requests for Insurance-----	42
4. Waivers-----	25

Unpaid Compensation

Total Claims-----	23
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Section II

Plans for Fiscal Year 1959, Including Projected Workload Statistics

In all of its programs, the Branch will continue a review of internal procedures for the purpose of expediting the action that must be taken and improving the quality of services rendered. Additional comments are presented below.

Casualty Program

1. In view of the number of Agency employees and dependents residing in areas of the world where there is civil and international strife, the Branch feels it must be prepared to handle casualty cases in numbers. Every effort has been made to train each technician in the handling of these cases. The Branch plans to strive for continued improvement in its conduct of the casualty program in order to be prepared for any emergency.

2. The Branch will continue to improve its relationship with operating offices with whom we deal on casualty cases.

3. It is difficult to project workload statistics concerning the number of serious illness, injury, or deaths that might arise. Observing that the number of these cases for the current period approximates the number of cases for the two previous periods, the current figure can be stated as the projected figure for FY 1958, i. e., thirty serious injuries or illnesses and twenty-eight deaths. Of course, any involvement of Agency personnel in the various areas of turmoil could increase the number of cases drastically.

Compensation and Medical Claims

1. The Branch will continue to place emphasis on processing claims as expeditiously as possible. Great use has been made of pre-printed forms and form letters. In view of the consistently increasing activity in almost all Branch programs, however, some delays result from the inadequate clerical support available even with the utilization of time-saving devices. We strongly feel the need for at least one additional clerk-stenographer and plan to submit an appropriate request, with justification, to the Division Chief.

2. Some of the difficulty experienced in this claims activity continues to result from the absence of a regulatory issuance. Continued efforts will

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be made to offset this disadvantage by memoranda, lectures, briefings, and dispatches, which are time consuming, but will acquaint employees of benefits and procedures until such time as the regulation is issued.

3. The Branch reiterates comments made in previous reports that a trip to other geographic areas would be as profitable as was the trip to the FE area by the Division Chief. His explanation of the various statutory benefits resulted in a greater understanding by overseas personnel of their statutory entitlements.

4. The dependent program continues to be in a state of spectacular growth. As predicted in the previous report, dependent claims have exceeded greatly the number of employee claims and will continue to increase in number.

5. In projecting statistics, the Branch feels that the decline in BEC cases is of a temporary nature and probably a statistical oddity occasioned by reporting on a Fiscal Year basis. We feel that the number of such cases will increase again to previous levels and should approximate one hundred thirty in FY 1959. For the 5(a)(5)(C) program we predict only a moderate increase since our early predictions of spectacular growth and stabilization have been fulfilled. We feel that the number of cases will increase by only 15-25% in FY 1959. The dependent program, on the other hand, is still in the stage of growth, evidenced by the spectacular increase in cases reported for FY 1958. We estimate a similar increase in such cases during FY 1959, bringing the total claims to approximately four hundred.

6. These projected figures are based on the assumption that Agency employees and dependents are not physically affected by the turmoil presently existing in certain areas of the world. Should our employees be subjected to violence and personal attack, this entire claims activity could increase drastically.

FEGLI, Unpaid Compensation, Social Security

No significant changes are contemplated. Statistics reported for FY 1958 may be expected in FY 1959.

Retirement

The statistics reported for FY 1958 showed a marked increase in retirement activity. The Branch feels that this is the beginning of growth in the retirement program, occasioned by greater employee interest in retirement. We predict, therefore, that the figures reported for FY 1958 will increase generally by about 50-75%. We wish to emphasize, however, that the degree

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to which the Selection-Out program expands will directly affect the number of employees retiring since many employees "selected out" will be eligible for retirement and will be encouraged to apply for retirement. If this program is greatly emphasized in FY 1959, the number of retiring employees could increase to one hundred to one hundred fifty cases or more.

Missing-in-Action



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Section III

General Objectives for Fiscal Year 1960 Including Projected Workload Statistics

One statement of objectives for FY 1960 can be made concerning all Branch functions. Although no significant program changes can be foreseen at this time, the Branch will strive for a refinement of all techniques and procedures so as to render the most competent service possible to the Agency and its employees.

Casualty Program

1. No program changes are foreseen at this time.
2. Barring unforeseen disaster, no substantial change in activity appears indicated.

Compensation and Medical Claims

1. No major change is contemplated.
2. The 5(a)(5)(C) program should stabilize with claims totalling approximately two hundred to two hundred twenty-five. The dependent program should stabilize at from four hundred to four hundred fifty claims.

* * *

No program changes are contemplated for the remaining Branch functions. Figures projected in Section II of this report for FY 1959 may be expected for FY 1960.